

25X1C4a



STANDARD OPERATING PROCEDURE  
NUMBER 50-3060-5

21 April 1971

AIR SHUTTLE PROCEDURES

25X1C4a

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1. PURPOSE: To establish guidelines for the [REDACTED]  
[REDACTED] commuter shuttle.

2. SCOPE: This procedure is applicable to all personnel  
concerned with the shuttle.

3. RESPONSIBILITIES:

25X1C4a

A. Commander, [REDACTED] is responsible for the overall  
direction and control of the daily shuttle.

25X1C4a

B. All personnel assigned to [REDACTED] are responsible  
for compliance with established procedures set forth below.

4. GENERAL:

A. The shuttle schedule will be as follows:

25X1C4a

Monday: Door closing times  
Depart [REDACTED] 1600  
Arrive [REDACTED] - 1645

25X1C4a

Tues., Wed., Thurs.: Door closing times  
Depart [REDACTED] - 0640  
Arrive [REDACTED] 0725  
Depart [REDACTED] 1600  
Arrive [REDACTED] - 1645

25X1C4a

Friday [REDACTED] closing times  
Depart [REDACTED] - 0640  
Arrive [REDACTED] 0725

B. In view of the limited number of seats available (50),  
space for passengers will be allocated as follows:

25X1A5a1

[REDACTED]  
M-277

28

6

25X1A2g

[REDACTED]  
Base  
TDY

3

3

6

4

Administration of allocated seats will be the responsibility of the component concerned. Administration and control of TDY or space available seats will be the responsibility of the Base Commander. As a guide, TDY personnel will be authorized one round trip during their TDY stay. If more than four TDY personnel desire to use the shuttle, ground transportation will have to be used. When space is available, it will be allocated to each component on a rotating basis. Personnel who desire to avail themselves of this benefit should sign up with the Security Office prior to 1200 hours on the day that they wish to ride.

25X1A C. The Base Commander will authorize use of sufficient personal and government vehicles for transportation to [REDACTED] 25X1A [REDACTED] on Monday and return on Friday. He may further authorize reimbursable car pools or charter bus as necessary in the event of other priority requirements or if mechanical difficulties result in cancellation of the scheduled flights.

25X1A6a D. All Base Components will submit a list of names to be 25X1A6a manifested on the shuttle to the Security Office in Bldg 204 by 1200 hours Monday through Thursday. The list will cover both the flight from the [REDACTED] and the returning flight from [REDACTED] to [REDACTED] on the following morning. 25X1A

25X1A6a E. All personnel manifested on the morning flight from 25X1A [REDACTED] to [REDACTED] must report to the aircraft which will 25X1A5a1 be located at the rear of the [REDACTED] 25X1A5a1 [REDACTED] no later than 0640 hours Tuesday through Friday.

F. The Base Commander or his designated representative will resolve all conflicts or problems that arise concerning manifesting, seat priorities or scheduling insofar as the daily air shuttle is concerned.

25X1A9a

25X1A9a

25X1A5a1

Commander, [REDACTED]

SUPERSEDES: SOP 50-3055-1, dtd 26 Oct 1970

OPR: Security

DISTRIBUTION: A & B